AUTONOA FOR AWARDS & QSIs

The CPOC has implemented a program called 'AUTONOA' which processes awards and QSIs for US employees without human intervention. Since the program extracts needed information from the RPA, the Gatekeeper Checklist is no longer required. For AUTONOA to process the awards accurately, managers must enter specific information in the RPA as indicated below for the type award requested.

QSI's:
- Enter NOA 892, on page 1 of RPA, block 5A.
- Enter the most recent appraisal date, page 4 of the RPA into PART D, Remarks section.

CASH AWARDS:
- Enter NOA: 840 on page 1 of RPA, block 5A.
- Enter the amount or % on the RPA, page 2, AWARD block.
- Enter type of award in page 4 of the RPA into PART D, Remarks section:
 On-the-spot, Performance Award, Special Act or Service.
- If Performance Award, enter date copy of Performance Appraisal was sent to CPOC on page 4, OFFICE REQUESTING REMARKS,

TIME-OFF AWARDS:
- Enter NOA: 846 on page 1 of RPA, block 5A.
- Enter number of hours, on page 2 of RPA, AWARD block.

2. If the RPA does not contain the correct data, then AUTONOA searches for the information in the Remarks section, Part D, page 4 of RPA or in the NOTEPAD attached to the RPA. When AUTONOA does not find the required information, the award RPA does not process and is forwarded to an error box for manual review. To obtain the required information, the system will either request the information or the CPOC will request the information. If the information is not received within 3 days, the CPOC will cancel the RPA.

3. The awards and QSIs will only process if the performance appraisal information is entered in DCPDS. To facilitate this process and ensure appraisals are timely received and processed by the CPOC, managers must submit appraisals directly to the CPOC. Managers will be responsible for ensuring that appraisals are accurately completed. To assist managers, a checklist is posted on the CHRA-E homepage, Management Tools, Employee Performance.